

**BOARD OF DIRECTORS – ACTION SUMMARY**  
**Wednesday, September 3, 2003 – 6:00 p.m.**

**Administration Building**  
**2101 Hurley Way, Sacramento, CA**

**CALL TO ORDER**

The meeting was called to order by President Goold. Board Members present: Duveneck, Engellenner, Goold, Granados, Jones, Stewart, Valley. Director Trujillo, absent. Staff: Fire Chief Martinez, General Counsel Price, Board Clerk Tilson.

**PLEDGE OF ALLEGIANCE**

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA**

Jim Sanfelice provided historical background on property at Station 108 leased by the Carmichael Irrigation District for 99 years at \$1 per year for a 3 million gallon water tank. The Irrigation District charged the District fire hydrant maintenance fees of \$11 per hydrant per year; increased to \$43 with 1,500 fire hydrants in Carmichael totaling around \$64,500. Around 1972, a well company drilled a well on our property at Station 108 and the Fire Chief was notified. Investigation revealed the Irrigation District was in arrears on its annual \$1 lease payment; the District in turn refused to pay the hydrant maintenance fees. Court proceedings ensued with a ruling that the Irrigation District had legally canceled its lease and the matter be negotiated. The Irrigation District agreed in a negotiated settlement to shut off the annual \$43 fee per hydrant in lieu of removing the tank and well, saving the District over \$2 million during the last 33 years with over 60 years left on the lease. He advised the Board to check the status of the lease to ensure that it remains in effect to guarantee the savings.

**CONSENT AGENDA:**

**1. Board Meeting Action Summary—August 20, 2003**

- **Board Action:**  
*Engellenner/Jones—Approve the Consent Agenda. Unanimous in favor by members present. Director Trujillo, absent. Motion carried.*

**ADDITION TO THE AGENDA:**

Counsel Price requested an item be added to the agenda. The matter became official after the Agenda was posted on Friday relative to the resignation of Director Vanderveen from the Board to become the Communications Center Manager. Time is of the essence to declare the vacancy, direct the Board Clerk to notify the County of the vacancy, and post the appropriate notice to begin the process of filling the vacancy.

- **Board Action:**  
*Stewart/Jones—Approve adding the item to the Agenda. Unanimous vote in favor by members present. Director Trujillo, absent.*

***Item to be added as Action Item Number 3.***

**ACTION ITEM (S)****1. Security Camera Policy—(Martinez)**

- **Board Action**  
*Tabled for a further Agenda.*

**2. Communications Center Manager—(Martinez)**

- A fax was sent August 29 advising the Board of two completed actions relative to an employer-employee Agreement between James R. Vanderveen and the Sacramento Metropolitan Fire District, and an Agreement between Metro and the Sacramento Regional Fire/EMS Communications Center for Mr. Vanderveen's service as the Communications Center Manager, concurrent with his employment with Metro Fire. The effective date for both documents is September 1, 2003 for one year, coinciding with the effective resignation date of Director Vanderveen from our Board of Directors.

Recommended the Board authorize the Fire Chief to sign the agreements and ratify both actions.

- **Board Action:**  
*Stewart/Duveneck – Approve recommendation and authorize the Fire Chief to sign the agreements. Directors Duveneck, Engellenner, Jones, Stewart, Valley, Goold, AYE. Director Granados, NO. Director Trujillo, absent. Motion passed 6 –1.*

**3. Board Vacancy-Division 5—(Martinez)**

[Considered after Presentation Item No. 1]

- Fire Board Vacancy Notice, District/Division 5 maps, and resignation letter from James R. Vanderveen effective September 1, 2003, distributed by the Board Clerk.
- **Board Action:**  
*Stewart/Jones—schedule special meeting on October 8, 2003 at 6:30 p.m. to interview candidates and fill the vacancy. Unanimous vote in favor by members present.*

**PRESENTATION ITEM (S)****1. District Governance Project—(Nelson)**

Fire Chief Martinez stated the Board previously authorized a consultant to study governance issues within the District and the working relationship between the Fire Chief, Board, and staff. At the last meeting, Mr. Nelson's five-page letter with recommendations was distributed to the Board; an overview to be presented tonight for question and answer.

Mr. Martin Nelson of Taylor-Nelson reviewed the governance issue and noted four over-arching themes: a Metro fire culture needs to be institutionalized as a result of mergers; Board to concentrate on strategic elements versus tactical or operational issues; senior management to reconcile a standardized leadership/management philosophy for providing a dashboard level of information to the Board; labor union role to be institutionalized in a positive labor-management partnership.

Viewgraph presentation included an outline of the following recommendations:

- Action steps over next twelve months for the Board, senior staff, union and management, and all personnel
- Board Policy Governance Training comprised of 12 modules designed to examine current Board Policy with an eye toward making needed changes
- Schedule of the 12-month process
- Systemic Organization Change at Board, Senior Management, and Employee Levels

- The Brown Act permits Strategic Planning discussion by public bodies for the first time, eliminating previous frustration.
- Bridging the different fire cultures within Metro was a primary concern expressed by the Board.
- Cost predicated on components—labor/management around \$100,000; conducting comprehensive assessment centers and leadership academies—about \$120,000.
- **Board Action:**  
*General consensus that the consultant, Fire Chief and key staff meet with the Executive Committee and move forward.*

## 2. Fiscal Year 2003/2004 Final Budget—(Simcoe)

- The General Operating Budget, Capital Improvement Budget, and the One-Time Expenditure Plan Budget have been combined into a single budget for easier comprehension at the request of the Board.
- Revenues fairly on target from last year—\$8,300 over projections; however, the Property Tax revenue projections were reduced by \$1.3 million in the Final Budget to align with the Property Tax revenue received at the end of FY 2002/2003 and modifications made in other over-projected revenue areas.
- Two grant funds for State Domestic Preparedness added to the Revenue with matching expenditures: \$545,025 for equipment; \$900,000 for vehicles.
- FY 2002/2003 ended with a Fund Balance/Roll Over of \$7,245,255. Major contributing factor was the Capital Improvement Program with certain expenditures not made last year.
- Total Reserve balance including the Development Funds — \$25,762,510.
- Adding a new Deferred Compensation Reserve Account. Included in the contract with our new vendor, Valic Retirement Services, there is a stipulation that Valic will provide \$20,000 to the District annually for administration and education relative to the program. The District expended \$5,000 of these funds in 2002-03 and the remaining funds will be placed in the Reserve Account. Funds not expended each year will be placed in a reserve account for future costs such as hiring a consultant to assist with selection of a new vendor through the formal bidding process if needed.

Staff recommends a portion of that Fund Balance be used to fund the One-Time Expenditures and some roll over encumbrances from last year.

▪ **2003/2004 Final Budget Funding:**

Total Annual Revenues	\$ 108,151,724
CIP Reserves	2,886,500

(CIP Budget funded by \$3 million annual revenues and \$2,886,500 from Reserves)

Fund Balance—One Time Expenditure Plan	1,911,000
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Fund Balance—Encumbrances	290,900
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<b>Total Funding</b>	<b>\$ 113,240,124</b>
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<b>Total 2003/2004 Final Budget</b>	<b>\$ 113,240,124</b>
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- Presentation item tonight with staff recommendation that the Board adopt three Resolutions at the next Board meeting:
  - Resolution Adopting the 2003/2004 Final Budget
  - Resolution to Establish the 2003/2004 Reserve Accounts
  - Resolution Adopting the 2003/2004 Appropriations Limit Schedule calculated at \$190,646,855
- Director Stewart not in attendance at the next meeting but in favor of the budget as presented.
- President Goold thanked Assistant Chief Simcoe for her presentation.

**PRESIDENT'S REPORT—(Goold)**

- Thanked Chief Perkins and his Community Services staff, along with members of Station 23, for helping the Del Campo Booster Club erect a 20' x 30' flag to replace one that was vandalized. Inspiring event to witness the gratitude of the Booster Club and community observers.
- Director Vanderveen to be publicly recognized for his service to the District at the October 1 Board meeting.

**FIRE CHIEF'S REPORT—(Martinez)**

- At the request of the Wilton Fire District Board, a proposal was submitted last Friday to provide an interim Fire Chief for a limited period of time for management or operational oversight. Wilton Fire Board meets tonight and may discuss the issue.

- Action on the Mather ARFF contract approved by our Board is on hold by the County of Sacramento.  
  
In response to Director Granados, Fire Chief Martinez to check the status of the Mather revenue base.
- Grant funding report for personnel positions to be presented to the Board next month.
- Will be absent from the next Board meeting on September 17, 2003.

**GENERAL COUNSEL'S REPORT—(Price)** None.

**COMMITTEE AND DELEGATE REPORTS:**

**Executive Committee—(Goold)**

- Next meeting: TBD

**Communications Center Delegate—(Engellenner)**

- Appointed James Vanderveen as Communications Center Manager.
- Next Meeting: September 5, 2003 – 2:00 p.m.

**California Fire & Rescue Training Authority—(Stewart)**

Next Meeting: TBD

**Finance Committee—(Jones)**

- Canceled the next Committee meeting scheduled September 17, 2003—Directors Jones and Stewart out-of-town.
- Next meeting: October 15, 2003 – 5:00 p.m.

**Policy Committee—(Duveneck)**

- Received presentation on today's meeting.
- Next meeting: October 1, 2003 – 5:15 p.m.

**BOARD MEMBER QUESTIONS AND COMMENTS**

**Valley:**

- Glad we are moving forward with the program to improve our District but points out that our firefighters and staff are doing a good job already. Trying to improve on that seems great.

**Granados:**

- Thanked Jim Sanfelice for the information. Noted the importance of debriefing employees before retirement to retain valuable information.
- Thanked Fire Marshal Dobson for attending the Code hearings today.

**Jones:**

- Initial election for Alternate Special District Representative to LAFCo has resulted in a 3-way runoff election of 9-7-7 with Director Jones in the lead. Requires 50% plus one to win. Ballots due back November 7. Staff meeting to try and accomplish goal of Sacramento Metro representation.
- 2003 Entry information for the 19<sup>th</sup> Annual U.S. National Handcar Races to be disseminated throughout the District by the Board Clerk.

**Stewart:**

- Requested the District follow up on Mr. Sanfelice's inquiry on the status of the lease agreement with the Carmichael Irrigation District.

**Duveneck:**

- Special thanks extended to EVOC—valuable training exercise.
- Thanked Metro fire suppression and Station 110 personnel for knocking down a rough fire by Jesuit High School last Friday.

**Goold:**

- Encouraged the District to establish a full-time grant writer position in the future for help to the community in the long run.

**RECESS FOLLOWED BY CLOSED SESSION 7:47 PM****RECONVENE TO OPEN SESSION 9:00 PM/CLOSED SESSION REPORT**

Report by General Counsel Price:

**1. LABOR NEGOTIATIONS**

Pursuant to California Government Code Section 54957.6

District Negotiator: Deputy Chief Teresa Means

Employee Organization: Sacramento Area Fire Fighters Local 522

Board reviewed certain preliminary issues; received a legal opinion regarding an impasse resolution provided by the Union—no action was taken.

**2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to California Government Code Section 54956.8

Property: 6609 Rio Linda Boulevard, Rio Linda, Sacramento County, California,  
APN 206 0210 022 0000

Agency Negotiator: Chuck Horel, Project Manager

Negotiating Parties: Sacramento Metropolitan Fire District and the Estate of Marian E.  
Colyer, aka Marian Emily Colyer and as Marian Colyer through her  
Administrator Dianne Jackson

Under Negotiation: Price and terms/conditions of purchase

The Board provided authority to its real property negotiator to negotiate the purchase of the listed property. If successful, the details of the contract will be made a public record.

**3. PUBLIC EMPLOYMENT**

Pursuant to California Government Code Section 54957

Title: Communications Center Manager

No discussion.

**Martinez:**

- Requested Board direction on a request by some community members through a County Supervisor for a meeting relative to giving an antique District fire engine back to the community—recommending the District keep its piece of equipment and will report back after his meeting.

*General consensus of the Board to keep the District equipment.*

**ADJOURNMENT:**

The meeting was adjourned at 9:07 PM.

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Grant B. Goold, President

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James M. Stewart, Secretary

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Charlotte Tilson, Clerk of the Board